

State of Alabama Alcoholic Beverage Control Board Enforcement Division

Pre-Application Packet

Alcoholic Beverages, Tobacco, Ephedrine/Pseudoephedrine

THIS IS NOT AN APPLICATION



BACKGROUND CHECKS

THEY ARE **REQUIRED** FROM THE ALABAMA BUREAU OF INVESTIGATION (ABI) AND THE FBI CJIS DIVISION ON ALL APPLICANTS, PARTNERS, MEMBERS, OFFICERS, AND ANYONE WITH A PROFIT INTEREST IN THE **RETAIL ESTABLISHMENT** TO BE LICENSED. HOWEVER, IF THE APPLICANT IS A CORPORATION THAT IS PUBLICALLY TRADED ON A RECOGNIZED STOCK EXCHANGE THE OFFICERS ARE EXEMPT FROM THIS REQUIREMENT.

AN APPOINTMENT IS REQUIRED TO BEGIN THIS APPLICATION PROCESS.

INSTRUCTIONS PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS

This pre-application packet provides instructions on procedures to apply for a State of Alabama Alcoholic Beverage Control Board (ABC) license. This packet must be completed in its entirety, along with the required supporting documents, and submitted to the ABC Enforcement district office that services the county where the business is located. We will not accept an incomplete packet. All documents, if applicable to your business location, are required for issuance of any retail alcoholic beverage license, tobacco only permit, or ephedrine only permit; however, the applicant may submit items 1 through 9 to begin the application process. Any location that requests a tobacco or an ephedrine only permit may submit Items 1 through 10 to complete the process. If you have questions contact the local ABC Enforcement District agent that services the area where the business is located. Additional documents may be required for certain license types. The documents required for a Special Events or Special Retail license are listed on Page 8. The Special Event /Special Retail application process must be completed and in Montgomery within a minimum of 25 days before the event date.

When we receive your pre-application packet and supporting documents, your information will be entered in the Alabama ABC Board license database. All of the supporting documents will be scanned and electronically saved in a pending file. When this is complete the paper files will be returned to you. The application will be printed for your signature and you will be provided with a copy of this document. It is the applicants responsibility to ensure the application is submitted to the correct local governing body for their vote; furthermore, it is also the applicants responsibility to return the application along with the local governing body vote to us for further processing.

- (1) Complete and submit this entire information packet (Pages 1 9).
- (2) \$50.00 Filing fee or Transfer fee per license (Personal/Business Check, Credit Card Only). No fee is required for a tobacco license.
- (3) Provide a copy of the lease or deed.
- (4) Provide a copy of corporation, LLC, LLP or association's paperwork (*if applicable*). Corporations formed in Alabama must provide the probated document that includes the Book/Instrument Number, Page, Date & County where incorporated. Out of state corporations must provide the Certificate of Authority to do business in Alabama issued by the Secretary of State.
- (5) Provide the State Sales Tax number to include a copy of the Revenue form (See page 7).
- (6) Provide a sketch of the premise to include patio area. Sketch is only required when alcohol is consumed on premise. (See page 7).
- (7) Provide a legible color copy (s) of identification of <u>all</u> individuals. Acceptable identification includes a valid state driver license, valid state ID, passport or military ID.
- (8) Provide a current clear color photograph of <u>all</u> individuals. Applicant/ individual present will be photographed.

Any portion of this pre-application packet may be duplicated.

- (9) Provide proof of citizenship. A valid permanent resident card or original naturalization certificate is required on <u>all</u> individuals who were not born in the United States. Proof of citizenship is <u>not required</u> if the individual was born in the United States.
- (10) ABI and FBI background checks are required on everyone who has an interest whether directly or indirectly in the business. The background paperwork and fingerprint cards can be obtained at the local District office listed on Page 1. The individual/ applicant (s) shall be responsible for any fees required to process and receive their background check.
- (11) Provide a copy of the power of attorney paperwork (if applicable). Individual will be photographed, and ID will be required.
- (12) Provide liquor liability insurance for a minimum of \$100,000 coverage for all ABC alcohol locations. (See page 9 for additional requirements), See ABC RR 20-X-5-.14
 - (a) If you are transferring the ABC license, the applicant/transferee is required at this time to provide the liquor liability insurance certificate.
 - (b) The *original* ABC license is required for a transfer of license. When the applicant submits this pre-application packet, both applicant and the current ABC license holder must be present to sign the transfer agreement.
 - (c) Transfer note for City of Mobile applicants only: If your business holds a current ABC alcohol license and is located within the corporate limits of the City of Mobile, all taxes must be paid before the alcohol license can be transferred to the new applicant.
- (13) Alcohol license fees required. No fee is required for a tobacco license.

LICENSE PAYMENT: After local governing body approval has been received, license fees will be electronically debited from your personal or business checking account. Visa, Master Card, Discover, or American Express are accepted for credit or debit card payments.

We <u>can not</u> accept cash, money orders or cashier's checks for an application.

(14) Letter of Approval from the local governing body.

Once our office receives the approval letter from the local governing body, the ABC Enforcement agent will verify the application is complete and the documents received are correct. The agent will photograph the premise to be licensed. Additional documentation may be required. Any false information given may result in your application being denied. Your application will be submitted electronically to the Licensing Division in Montgomery for approval. Your ABC license will be e-mailed back to the local District office where you applied. Signature and photo ID will be required in order to pick up your new license.

IMPORTANT FACTS ABOUT AN ABC LICENSE

- The Alabama ABC license must be on the premise before you can order from a distributor or sell alcoholic beverages.
- An ABC license is location specific and cannot be moved to any other location without completing a location to location transfer through the ABC Board.
- No alcoholic beverages allowed on the licensed premise except that which is purchased by the ABC licensee and approved for sale within this State.
- The ABC license year runs from October 1st and expires September 30th the following year.
- All ABC licenses regardless when issued are renewed yearly between June 1st through July 31st only.
- Any new or transferred ABC license is required to provide a valid e-mail address to receive their license renewal notice.
- All ABC licenses will be renewed online and printed by the licensee.
- Any and all areas of an ABC licensed location is subject to inspection for compliance during their regular business hours by Alabama ABC agents or any other law enforcement agency.
- Any ABC licensed location is enforced according to and must abide by state laws set forth by Code of Alabama 1975, Title 28, and ABC Rules and Regulations. The Alabama ABC Board website: www.abc.alabama.gov

THIS IS NOT AN APPLICATION. YOUR APPLICATION WILL BE TYPED FOR YOUR SIGNATURE. YOUR PRE-APPLICATION INFORMATION WILL BE SUBMITTED ELECTRONICALLY FROM THE INFORMATION YOU PROVIDE BELOW. ONCE YOU HAVE COMPLETED ALL THE INFORMATION NEEDED IN THIS PACKET, GO BACK AND MAKE SURE THAT IT IS CORRECT. ALL INFORMATION IS REQUIRED FOR ABC LICENSE APPLICATION. ANY FALSE INFORMATION GIVEN TO THE ABC BOARD MAY RESULT IN YOUR APPLICATION BEING DENIED. AN INCOMPLETE PRE-APPLICATION PACKET WILL NOT BE ACCEPTED. AN APPOINTMENT IS REQUIRED TO BEGIN THIS APPLICATION PROCESS.

ANY PERSON(S) WHO APPLIES FOR AN ALABAMA ABC LICENSE MUST ALSO POSSESS A CURRENT BUSINESS LICENSE AND PROVIDE PROOF OF A CURRENT STATE SALES TAX LICENSE.

IMPORTANT NOTE: IF THE APPLICANT IS A CORPORATION, SOLE PROPRIETOR, PARTNERSHIP, LLC, LLP OR AN ASSOCIATION, ALL DOCUMENTS PROVIDED MUST HAVE THE SAME NAME WHICH WILL INCLUDE YOUR SALES TAX NUMBER, YOUR BUSINESS LICENSE, YOUR LEASE, THE LIQUOR LIABILITY INSURANCE AND THE LETTER OF APPROVAL FROM THE LOCAL GOVERNING BODY.

APPLICATION TYPE:	New Ap	plication ()	Transfer Application ()			
PREVIOUS LICENSE INFORM	IATION: Previous	Previous License Number:				
	Previous	Previous Trade Name:				
	Previous	s Applicant Name:				
	Previous	s Applicant Phone	Number:			
ALABAMA SALES TAX NUMBER	R:		(Number must match what is listed as th	e applicant on the alcohol application)		
APPLICANT INFORMATION:	LICENSE TYPES:	() PACKAGE () TOBACCO () SPECIAL E	{Off Premise Only} {On or Off Premise} {Off Premise Only} {On or Off Premise} {Includes Beer, Wine & Liquor} INT {Includes Beer, Wine & Liquor} {Includes Beer, Wine & Liquor} VENT/RETAIL {See Page 8 for requirements} viscuss requirements with an ABC Agent}	() WHOLESALE BEER () WHOLESALE WINE () WAREHOUSE () IMPORTER () MANUFACTURER () BREWPUB () COMMON CARRIER () OTHER		
	BUSINESS TYPE: (Check One)	() SOLE PROI () ASSOCIATI	PRIETOR () CORPORATION ON () PARTNERSHIP	() LLC () LLP		
TRADE NAME:						
APPLICANT NAME:	olicant is the Sole Proprietor	, Corporation, Assoc	Siation, LLC, LLP or Partnership			
LOCATION ADDRESS:Street Ad	ldress (Include Suite/Building I	Number)	City	Zip Code		
MAILING ADDRESS:						
CONTACT PERSON:			CONTACT HOME PHONE:			
CONTACT BUSINESS PHONE:			CONTACT CELL PHONE:			
LOCATION PHONE:			BUSINESS FAX:			
CONTACT EMAIL ADDRESS:			WEB ADDRESS:			
DUCINIECS EMAIL						

BUSINESS INFORMATION

(Recorded copy required)

ALABAMA CORPORATIONS:

BOOK / INSTRUMENT # ______ PAGE ______

DATE INCORPORATED: ______ COUNTY ______

OUT OF STATE CORPORATIONS (See Page 1 for requirements): DATE INCORPORATED: ______ STATE ______

PARTNERSHIP INFORMATION (Notarized copy required) Partnerships between two (2) or more individuals must submit a partnership agreement.

SOLE PROPRIETOR, MEMBERS, PARTNERS, ASSOCIATES AND OFFICERS INFORMATION BELOW

All members, partners, and officers must be listed or anyone with financial interest.

All members, pe	artiers, and officers must be fisied of anyone with imanetal intere	
FULL NAME (First, Middle, Last)		
SOCIAL SECURITY #	DRIVER LICENSE NUMBER	STATE:
	HOME PHONE: ()	
DATE OF BIRTH:/	PLACE OF BIRTH: City / County / State	,
PRESENT ADDRESS:		
Street Address (Apt #)	City State	Zip Code
FULL NAME (First, Middle, Last)		
SOCIAL SECURITY #	DRIVER LICENSE NUMBER	STATE:
	HOME PHONE: ()	
DATE OF BIRTH:/	PLACE OF BIRTH: City / County / State	,
PRESENT ADDRESS:	City / County / State	
Street Address (Apt #)	City State	Zip Code
FULL NAME (First, Middle, Last)		
SOCIAL SECURITY #	DRIVER LICENSE NUMBER	_ STATE:
TITLE (i.e., President/Member):	HOME PHONE: ()	
DATE OF BIRTH:/	PLACE OF BIRTH:	
PRESENT ADDRESS:	City / County / State	
Street Address (Apt #)	City State	Zip Code
FULL NAME (First, Middle, Last)		
SOCIAL SECURITY #	DRIVER LICENSE NUMBER	STATE:
TITLE (i.e., President/Member):	HOME PHONE: ()	
DATE OF BIRTH://		
PRESENT ADDRESS:	City / County / State	/ Nation
Street Address (Apt #)	City State	Zip Code

TOBACCO, EPHEDRA, and DRAFT BEER INFORMATION

Do you sell tobacco products? Y() N() Type of Business: () Convenience Store () Grocery () Package Store () Restaurant () Lounge/Private Club () Hotel/Motel () Tobacco Store () Department/Department Store () Other Number of tobacco vending machines: Do you sell products containing Ephedrine or Pseudoephedrine (ex. Cold and sinus medicine, weight loss products, etc.)? Y() N() Do you sell Draft Beer? Y() N()
Has the applicant complied with financial responsibility ABC Rules and Regulations 20-X-514 (See page 9)? Y() N()
Does ABC have any actions pending against the current Licensee? Y() N()
Has anyone, including the manager or applicant, had a Federal/State permit or license suspended, revoked, or denied? Y() N()
Has a liquor, wine, malt or brewed license for these premises ever been denied, suspended, or revoked? Y() N() Are the applicant (s) named above, the only person (s), in any manner interested in the business sought to be licensed? Y() N()
Are any applicants, whether individual, member of a partnership or association, or officers and directors of corporation or the corporation itself, in any manner monetarily interested, either directly or indirectly, in the profits of any other class of business regulated under authority of this act? Y () \sim N ()
Does the applicant own or control, directly or indirectly, hold lien against any real or personal property which is rented, leased or used in the conduct of business by the holder of any vinous, malt, or brewed beverage, or distilled liquors permit or license issued under authority of this act? Y () N ()
Is the applicant receiving, either directly or indirectly, any loan, credit, money, or the equivalent thereof from or through a subsidiary or affiliate or other licensee, or from any firm, association or corporation operating under or regulated by the authority of this act? Y() N()
What is the applicant (s) primary source of funding? () Loan () Inheritance () Individual () Business () Other Explanation:
PREMISE TO BE LICENSED
Does the premise have a fully equipped kitchen? Y() N() N/A() Does the establishment have restroom facilities? Y() N() Is this business used to habitually and principally provide food to the public? Y() N() Is the premise equipped with services and facilities for on premises consumption of alcoholic beverages? Y() N() Will the business be primarily a package store? Y() N() N/A() If "YES" What is the package store Sales and Display Square Footage

EXPLANATION OF LAW VIOLATION
List below <u>ALL</u> the court records for LAW VIOLATIONS TO INCLUDE ARRESTS WHETHER CONVICTED OR NOT, of each person (s) listed on the ABC alcohol application whether as a Sole Proprietor, Partner, Officer or Member, including Managers. (Do not include traffic offenses EXCEPT FOR DUI).

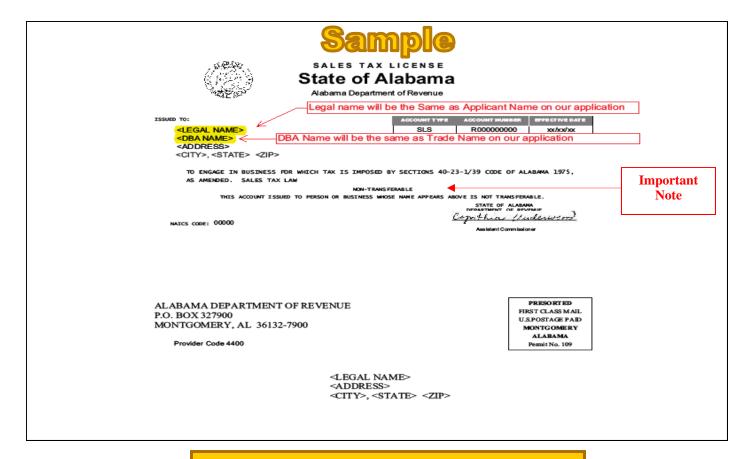
FAILURE TO LIST ALL LAW VIOLATIONS MAY RESULT IN YOUR APPLICATION BEING DENIED. You may attach additional pages following the format provided below.

VIOLATION	VIOLATION DATE:
ARRESTING AGENCY:	JURISDICTION:
DISPOSITION OF CASE (i.e., paid fine, nol p	pross)
NAME	
	VIOLATION DATE:
ARRESTING AGENCY:	JURISDICTION:
DISPOSITION OF CASE (i.e., paid fine, nol p	pross)
NAME	
VIOLATION	VIOLATION DATE:
ARRESTING AGENCY:	JURISDICTION:
DISPOSITION OF CASE (i.e., paid fine, nol p	pross)
	PROPERTY OWNERSHIP
	urchase the property is not correct, your pre-application will not be accepted and you will need of the lease, deed or contract to purchase the property must list E911 address.
reschedule your appointment. The copy bes the applicant own the property? Y() N() Yes" is a copy of the deed present? Y() N() he applicant has a contract to purchase, is a copy of the applicant leasing the property? Y() N() Yes" is a copy of the lease agreement present? Y() Your lease must have a minimum of one (1) year and	of the lease, deed or contract to purchase the property must list E911 address. the recorded sales contract present? Y () N () N () Indicate the property must list E911 address.
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SALES TAX LICENSE INFORMATION

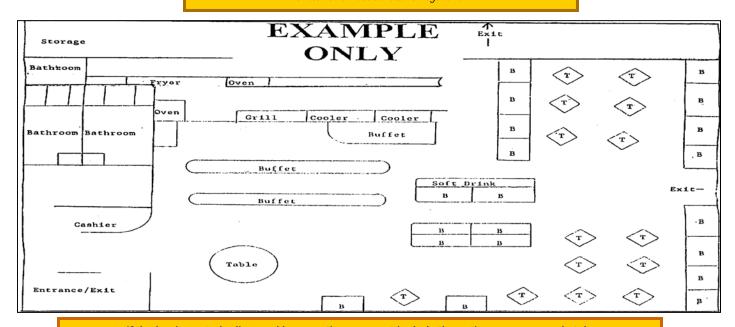
The applicant must provide a copy of their Alabama sales tax account number.

State of Alabama Revenue Department



SAMPLE SKETCH FOR ON-PREMISE LOCATIONS

Sketch size must be letter or legal size.



If the business to be licensed has a patio, you must include the patio area on your sketch.

FOR SPECIAL EVENTS & SPECIAL RETAIL LICENSE ONLY

IMPORTANT: A Special Event/Special Retail application must be filed, completed and in Montgomery within a minimum of 25 days before the Event date.

(Items Required)

	1. Pre-application Packet (Must be completely filled out)
	2. Filing Fee (\$50.00) per license. *E-Check—(Personal or Business check) or Credit/Debit Card Only.
	3. Copy of Lease/Deed/Property use Agreement (See page 6). Lease must include the date of Special Event.
	4. Copy of Corporate Paperwork (Paperwork must have the recorded Book, Page, Date & County. If the corporation was formed outside the
	State you must include the Certificate of Authority to do business in Alabama issued by the Secretary of State.)
	5. Provide the State Sales Tax number to include a copy of the Revenue form (See page 7).
	6. Sketch of Premise (On-premise alcohol consumption only) barricaded areas, city park, parking lot, etc. (See page 7)
	license, valid state ID, passport or military ID.
	8. Proof of Citizenship (Permanent Resident Card or original Certificate of Naturalization). Proof of citizenship is <u>not required</u> if the individual was born in the United States.
	9. Provide a current clear color photograph of <u>all</u> individuals. Applicant/ individual present will be photographed.
	10. Provide both FBI & ABI criminal background checks on all individuals.
	11. Certificate of Liquor Liability insurance with at least \$100,000 worth of coverage (See requirements on page 9).
	Insurance certificate must also include time, date and location of the Special Event.
	12. License Fee *E-Check—(Personal or Business check) or Credit Card Only
	13. Letter of Approval from the governing municipality (City or County)
()	140—Special Events Retail License (Not to Exceed 7 Days) Event Start Date: End Date:
()	150—Special Retail License—Thirty (30) Days or Less Event Start Date: End Date:
	160—Special Retail—More Than Thirty Days (30) Days
()	State Park () Racing Commission () Fair Authority () Civic Center () Franchisee or Concessionaire of Above
()	Other Valid Responsible Organization
	CDECIAL TERMS AND CONDITIONS
	SPECIAL TERMS AND CONDITIONS FOR SPECIAL RETAIL LICENSES/SPECIAL EVENTS RETAIL LICENSES
	NO CONTAINERS LARGER THAN 16 OZ. TO BE SERVED AT THE SPECIAL EVENT. NO ALCOHOL IS TO LEAVE THE EVENT AREA.
1.	Description of Special Event location (Tent, City Park, Parking Lot, etc.)
2.	List the type of alcoholic beverages to be sold at the licensed location (Beer , Wine, or Liquor)
3.	Specify alcohol amount/container to be served or dispensed (12 or 16 ounce cans, paper/plastic cups, etc.)

20-X-5-.14 REQUIREMENT OF FINANCIAL RESPONSIBILTIY BY LICENSEES (Alcohol Only)

- (1) All retail licensees of the ABC Board shall maintain, at all times, liquor liability (dram shop) insurance described below and shall comply with the following conditions of requirements of Financial Responsibility.
- (a) Prior to the issuance or renewal of any retail alcoholic beverage license, each applicant must provide the ABC Board with sufficient information that it has liquor liability (dram shop) insurance coverage in the amount of at least one hundred thousand dollars (\$100,000.00) per occurrence, exclusive of, and separate from, any attorney fees or other costs incurred in the defense of any claim asserted against the insured.
 - (b) This information may be provided as follows:
- 1. A certificate of liability insurance from a reputable insurance company showing that the applicant has liquor liability (dram shop) insurance of at least one hundred thousand dollars (\$100,000.00) for each occurrence, that the certificate is for liability coverage only exclusive of, and separate from, any attorney fees or other costs incurred in the defense of any claim asserted against the insured and that coverage is valid for the license year for which the application is being submitted; or
 - 2. Other method as may be required by the ABC Board.......

Additional Alabama ABC Rules and Regulations may be viewed online: www.abc.alabama.gov

IMPORTANT NOTE: The Applicant is the sole proprietor, partners, corporation, LLC, LLP, or association.

ACORD. CERTIFIC	ATE OF LIA	ABILITY IN	SURAN	CE	DATE (MM/DDMYYY)		
Name of Insurance Company Address		ONLY AND	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
City, State, Zip Code		NAIC#					
Telephone & Fax Nu	INSURERS AF	INSURERS AFFORDING COVERAGE INSURER A: Insurance Company INSURER B: INSURER C: INSURER D:					
SURED Applicant Name dba	INSURER A:						
Trade Name (Busines							
Physical Address of t							
City, State Zip Code							
City, State Zip Code		INSURER E:			5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
THE POLICIES OF INSURANCE LISTED BELOW ANY REQUIREMENT, TERM OR CONDITION OF MAY PERTAIN, THE INSURANCE AFFORDED B' POLICIES, AGGREGATE LIMITS SHOWN MAY H	ANY CONTRACT OR OTHER THE POLICIES DESCRIBED	HEREIN IS SUBJECT TO VID CLAIMS.	ALL THE TERMS, E				
TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DDYY)	POLICY EXPIRATION DATE (MM/DD(YY)	LIMIT	5		
GENERAL LIABILITY				EACH OCCURRENCE	5		
COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$		
CLAIMS MADE OCCUR				MED EXP (Any one person)	s		
				PERSONAL & ADV INJURY	s		
		3		GENERAL AGGREGATE	s		
GBYL AGGREGATE LIMIT APPLIES PER: POLICY PRO LOC				PRODUCTS - COMPIOP AGG	s		
Liquor Liability DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLE	FI-00000	MM/DD/YY	MM/DD/YY	\$100,000			
D	amj	ole	Or	ıly			
CERTIFICATE HOLDER		CANCELLAT					
102 100				ED POLICIES BE CANCELLED E			
Alabama ABC Board		DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL					
Enforcement Division							
P O Box 281							
Theodore, AL 36590		REPRESENTATIVES. AUTHORIZED REPRESENTATIVE					
* CODD AS /		Chi	- Will	MMC @ ACORD	CORPORATION		

A Special Events License must include the location and dates of the event on the certificate.

Packet Revised:2/10/2011